

860818-02

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 8/15/86	Georgia Bureau of Investigation Georgia Crime Information Center 3121 Panthersville Road Decatur, Georgia 30034	Application Number 89-067	Date Received AUG 18 1986 Date Completed AUG 17 1989	
Application Number				
2. Person to Contact CONFIDENTIAL Paul Heppner		Working Title Chief, AFIS Operations	Telephone Number 244-2632	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1937	Latest continuing 1986	5. Records Series Title (followed by title used in office, if different) Computerized Criminal History Files (CCH Microfilm File)		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Crime Information Center, a division of the Georgia Bureau of Investigation, provides access to automated information on criminal offenders, frequency of crime occurrence, wanted persons and stolen automobiles, guns, and articles. The division also provides fingerprint identification services for the State of Georgia. File access for criminal justice agencies is through a statewide telecommunications network supported by the Georgia Crime Information Center.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Computerized Criminal History Records Included are: Microfilm images of various documents which form the basis for an individual's criminal history record. Various documents = fingerprint cards and dispositions. File is arranged: Microfilm reel number in ascending sequence. Reel numbers in conjunction frame numbers provides index to CCH file.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? Rarely referred to. Information is stored on computer. Required when computer record is challenged.				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) microfilm reels Current accumulation = 18 cubic feet 2 to 3 reels per month				

